

EXAMINATION ANNOUNCEMENT

PROPERTY CONTROLLER II
DEPARTMENTAL OPEN
SALARY RANGE \$3,447 - \$4,313



CALIFORNIA STATE DEPARTMENT OF

Insurance

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

How to Apply

FINAL FILING DATE: JUNE 3, 2016

Send [application \(form STD. 678\)](#) along with a [Qualifications Assessment](#) to:
California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attention: Rebecca Doctolero

DO NOT SUBMIT APPLICATIONS (FORM STD. 678) OR QUALIFICATIONS ASSESSMENT TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

Application (form STD. 678) and Qualifications Assessment must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination

All applicants must meet the educational and/or experience requirements for this examination by **June 3, 2016**.

MINIMUM QUALIFICATIONS

Pattern I

One year of experience in the California state service performing the duties of Property Controller I.

Pattern II

Two years of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the level of Office Assistant II is not considered qualifying.)

Pattern III

Three years of experience inventorying and maintaining control records for a wide variety of property and equipment or expendable storekeeping items.

Position Description	<p>Property Controllers II are responsible for the operation of a complex property control system with centralized or moderately dispersed property. This class is normally used in departments, institutions, or districts having an approximate minimum of 6,000 property items and an annual total of approximately 1,000 property acquisitions, transfers, and surveys. Property Controllers II usually supervise a small clerical staff but may work independently, depending upon the size and complexity of the property accounting function. Large systems having widely dispersed property are headed by Property Inspectors.</p> <p>Positions are located in Sacramento, Los Angeles and San Francisco.</p>
Examination Information	<p>QUALIFICATIONS ASSESSMENT – WEIGHTED 100%</p> <p>The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% on the examination. SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY. Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.</p>
Examination Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Methods and practices used in recording, inspecting, maintaining, issuing, taking and recording inventory, accounting for and disposing of property.2. Types of property used in the various State departments, institutions, or districts.3. Property records section of the California State Administrative Manual.4. Office methods and procedures.5. Principles of effective supervision and training. <p>Ability to:</p> <ol style="list-style-type: none">1. Read and write English at a level required for successful job performance.2. Supervise the work of others.3. Inspect, determine condition of, and recommend proper disposition of property.4. Take an accurate inventory of scattered and diverse property.5. Reconcile inventories with control accounts.6. Analyze situations accurately and take effective action.7. Speak and write effectively.8. Instill in others an awareness of their responsibility for State property maintenance and accounting.

Eligible List Information	<p>A departmental open eligible list will be established for the California Department of Insurance. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>Career Credits will not be granted in this examination.</p> <p>Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification.</p>
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GENERAL INFORMATION

The California Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Insurance, Human Resources Management Division, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Insurance offices, California Department of Human Resources, local offices of the Employment Development Department, and on the internet at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Informational Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment of records and personal history and fingerprinting may be required.

California Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3300

Release Date: 05/06/16
RD/MA

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.
